

## **Director of Finance & Operations Position Description**

**Position Title:** Director of Finance & Operations

**FLSA:** Full-time, exempt

**Reports to:** Mayor, or at the discretion of the Mayor, the Mayor's designee

**Salary:** \$52,656 - \$75,222

**Location:** Columbus, Indiana (within six months of beginning work, must reside in Bartholomew County or county contiguous to Bartholomew County).

### **Summary:**

Under the direction of the Mayor or the Mayor's designee, the Director of Finance & Operations participates in management of all aspects of City of Columbus operations, including strategy development, policy development and execution. This position oversees and monitors city operations in the following functional areas: financial, budget and accounting strategy, purchasing, human resources, information technology, and office management. The City of Columbus is a heavily matrixed organization and the Director of Operations & Finance works with different teams of people depending on the project or task, and has multiple reporting relationships.

### **Qualifications & Skills:**

The ideal candidate will have a Bachelor's degree from an accredited college or university in public administration, business administration, finance, economics, public affairs or another related concentration or major, or an equivalent combination of training, education and experience. Graduate training in public administration, public affairs, business administration, finance or law is preferred; AND

experience managing, directing, developing, implementing, coordinating, and collaborating with a team of professionals performing the full scope of work required within the city management arena; AND

should be knowledgeable in administration and management as well as principles and practices of city operations, and have the ability to research best practices regarding operations, finance and current trends in public policy affecting agency operations and programs.

The ideal candidate is encouraged to:

- thrive in a leadership environment that emphasizes accountability and collaboration;
- work well with elected officials, advisory boards, officials from all levels of government, the general public, and the media;
- be politically sensitive to the challenges and opportunities pertaining to city management;
- have strategic planning and analytical skills, and continuous improvement skills;
- have excellent oral and written communication, and presentation skills;
- be able and willing to work weekends, holidays and more than 40 hour weeks/extended hours when needed;
- have a working knowledge of principles and practices of public administration; management theory and practice; excellent organizational skills;
- have effective community-building and public relations skills;
- have excellent budget preparation and management skills;
- have the knowledge and ability to implement modern office practices, procedures and use modern equipment;
- have excellent interpersonal skills using tact, patience and courtesy at all times, even in stressful, high-pressure work environments;
- have ability to read, interpret, apply and explain codes, rules, regulations, policies and

procedures;

- have ability to prepare and review reports and budgets;
- be able to establish and maintain cooperative and effective working relationships with others;
- be able to attend, chair and provide leadership to various meetings and committees.
- have ability to meet schedule requirements, deadlines and time lines;
- have ability to plan and organize work and work independently;
- be able to present ideas and concepts persuasively in speaking before groups;
- review official documents according to established guidelines and limits; and
- analyze situations accurately and adopt an effective course of action.

### **Essential Functions:**

- Under the direction of the Mayor or the Mayor's designee, direct the operations of government, assuring compliance with ordinances established by the City Council, orders and policies established by the Board of Works & Public Safety and the Mayor, within limits of State and federal laws;
- Assure the welfare of the City's operations;
- Assure City program objectives are met and develop new programs, policies and objectives under the direction of the Mayor or the Mayor's designee;
- Meet with elected officials including the Mayor and City Clerk-Treasurer, City Council members, City Attorney & Executive Director of Administration, and Department Leaders to discuss the conditions and needs of the City; prepare reports, recommendations or respond as needed or as requested by the Mayor or the Mayor's designee;
- Meet with departmental leaders and staff to review, plan and discuss policies, programs, strategies and issues of concern;
- At the direction of the Mayor or the Mayor's designee, submit to the City Council the budget documents, the annual budget, and salary ordinance for the City of Columbus; guide and review annual budget preparation; control expenditures as required;
- Confer with other governmental body officials to resolve problems, coordinate efforts and to exchange information as related to the City;
- Confer with or address the business community, citizens and others to discuss City needs and related problems and issues; provide information and assistance to civic organizations dealing with specific problems affecting the City's welfare;
- Coordinate the activities of the City government with municipal departments or agencies not under the supervision of the Mayor;
- Review a variety of City documents assuring compliance with established policies, guidelines and appropriate regulations and laws and conduct research, as necessary, to insure compliance with policies, regulations, guidelines, local ordinances and laws.  
Attend, chair and provide general leadership to various administrative boards, committees and meetings as directed by the Mayor or the Mayor's designee;
- Perform related duties as assigned.